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TO: North Dakota Educators

FROM: Ann Ellefson, Director, Office of Academic Support
Beth Larson-Steckler, Program Administrator, Office of Federal Title Programs

DATE: February 5, 2016

RE: NMSI Laying the Foundation Registration and Codes

The purpose of this memo is to provide registration information for the upcoming North Dakota NMSI Laying the Foundation (LTF) Summer Institute in July 2016. The dates and location for LTF training are as follows:

July 12-15, 2016
Minot High School
1100 11th Ave. SW
Minot, ND 58701

Registration:

To register, go to <http://training.nms.org/Portal/Registration/RegistrationMap.aspx>. Payment options are outlined on the final screen of the registration system. For North Dakota educators employed in North Dakota school districts, the \$725 fee will be covered through a grant provided to NMSI. The PROMO CODE for these events is **NDLTF2016**. By entering the promo code, the \$725 fee will be waived for the registrant.

Once registration is completed, participants will receive confirmation from NMSI regarding the selected training. Cancellation information is also provided. Please review this information in the event you need to cancel. *It is extremely important to cancel if you are unable to attend as the grant provided to NMSI will be charged for each registration. If an individual registers for the training, but fails to attend and does not make alternate arrangements, the district's participation in future NMSI initiatives may be compromised.*

Credit:

If participants are interested in pursuing credits for the professional development, the North Dakota Department of Public Instruction (NDDPI) has set up two credits available through the University of Mary. You can register for credits online at: www.hobsonsradius.com/ssc/aform/x7TS5kN6870kx6700kCM.ssc.

Hotel:

A block of sleeping rooms have been set aside at the Grand Hotel in Minot. Please contact the Grand Hotel to make your reservation. Please note the rooms will be released June 27, 2016.

Grand Hotel – Minot

1505 N Broadway
(800) 735-4493
Reserved under: Laying the Foundation
Rate: \$81.90 plus tax

Should you have questions regarding the information in this memo, please feel free to contact Beth Larson-Steckler at (701) 328-3544 or esteckler@nd.gov or Ann Ellefson at (701) 328-2488 or aellefson@nd.gov.